

EVENT NAME Reno Mini Maker Faire

EVENT LOCATION UNR@s Innovation Center/Sinclair St./Terry Lee Wells Discovery Museum

EVENT DATES AND TIMES

Setup Date	Friday, May 29, 2015	Setup Start Time	12 pm
Event Start Date	Saturday, May 30, 2015	Event End Date	Saturday, May 30, 2015
Daily Event Start Time	10:00 am	Daily Event End Time	6:00 pm
Dismantle Date	Saturday, May 30, 2015	Dismantle End Time	11:00 pm

EVENT DESCRIPTION

(To be included on the City of Reno's Website Special Events Calendar – maximum of 275 characters)

Reno Mini Maker Faire is the greatest show-and-tell adventure in Northern Nevada! It rounds up local tech enthusiasts, crafters, educators, tinkerers, hobbyists, engineers, artists, students and commercial exhibitors. Discover technology, robotics, science, arts, crafts, food, music and more.

ON SITE CONTACT Chrissy Klenke ON SITE NUMBER 702-278-1593

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I have read, understand and agree to abide by the rules and regulations governing the proposed Special Activity or Event under the Reno Municipal Code. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. I agree to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the event venue and the conduct of the event. I agree to abide by all rules, regulations and permit conditions and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of Reno. Such City Services may include, but are not limited to, Police, Fire, Public Works, Parks and Recreation, Business License and/or other necessary services provided by the City of Reno.

Indemnification of the City of Reno. By signing this application the applicant, and any organization the applicant represents, agrees to indemnify, defend and hold harmless the City and its officers, agents and employees (collectively "Indemnitees") from and against any claim, loss, damage, injury, death and liability of every kind, nature and description (including without limitation, incidental and consequential damages, court costs, attorneys' fees and costs of investigation) that arise directly or indirectly, in whole or in part, from or relating to any conduct of the applicant or the applicant's principals, agents, employees, subcontractors, vendors or invitees pursuant to any permit issued pursuant to this application. City does not waive, and specifically reserves, all of its statutory and common law defenses, including all protections under NRS Chapter 41.

EVENT COORDINATOR'S SIGNATURE

EVENT COORDINATOR'S NAME Chrissy Klenke

TYPE OF EVENT

See FAQ for clarification of event types

- ☒ Special Activity
☐ Special Event – Parks
☒ Special Events – Street / Sidewalk Occupancy

EVENT WILL INCLUDE

(check all that apply)

- ☒ Amplified Sound/Multimedia
Attachment A Required
☒ Street/Sidewalk Occupancy
Attachment B Required
☐ Alcohol Service
Attachment C Required
☒ Vendors/Exhibitors
Attachment D Required
☐ Privileged Sales
Attachment E Required
☐ Event Set-Up
Attachment F Required
☐ Park Usage
Attachment G Required
☐ Food/Beverage Service
*Contact Washoe County
Environmental Health Services
(775) 328-2620*

This application alone does not authorize a Special Activity or Event. Application must be reviewed by all necessary departments prior to permit issuance. Permit must be on-site during the event and must be shown, upon demand, to any member of the City of Reno Police, Fire, Public Works, Parks and Recreation, Business License Department(s) or City Manager's Office.

HOST ORGANIZATION	DeLaMare Science and Engineering Library & EDawn	EVENT COORDINATOR	Chrissy Klenke
MAILING ADDRESS	5190 Neil Rd. Ste 110	CITY/STATE/ZIP	Reno, NV, 89502
DAYTIME PHONE	775-682-7371	CELL PHONE	702-278-1593
WEBSITE	makerfairereno.com	EMAIL ADDRESS	Chrissy.klenke@gmail.com
ONSITE CONTACT	Chrissy Klenke	CELL PHONE	702-278-1593
PUBLIC CONTACT	Bryan McArdle	DAYTIME PHONE	(775) 829.3700
FEDERAL TAX ID	88-018-3034	<input checked="" type="checkbox"/> HOST ORGANIZATION IS NON-PROFIT Proof of current non-profit status <u>must</u> be included with application.	

ANTICIPATED ATTENDANCE: DAILY 2,300 TOTAL 2,300

☒ OPEN TO THE PUBLIC
 ☒ ADMISSION WILL BE CHARGED \$ 10/\$8

↓ FOR CITY OF RENO OFFICE USE ONLY ↓

Application Processing Fee* 0-49 Vendors	<input type="checkbox"/>	\$103.00			
Application Processing Fee* 50+ Vendors	<input type="checkbox"/>	\$258.00		DATE ENTERED	
Temporary Vendor Business License	<input type="checkbox"/>	\$ 15.00 x		FAX TO	
Temporary Alcohol Permit, 1 Booth/Day	<input type="checkbox"/>	\$ 55.00 x			<input type="checkbox"/> Fire
Temporary Alcohol Permit, Add'l Booth/Day	<input type="checkbox"/>	\$ 22.00 x			<input type="checkbox"/> Zoning
Fire Inspection	<input type="checkbox"/>	\$111.00			<input type="checkbox"/> Health
Additional Fire Permits	<input type="checkbox"/>	TBD	Refer to "FD" Section	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete	
City Service Fee	<input type="checkbox"/>	TBD	Actual Cost of City Services	Reason Incomplete:	
Late Fee	<input type="checkbox"/>	TBD	Refer to Reno Municipal Code		
Application fees must be paid at the time the application is submitted and are not refundable under any circumstances					
TOTAL FEES				INITIALS	
TOTAL PAID					

FIRE DEPARTMENT

1. Provide a site plan of set up:

To ensure appropriate review of your event, it is preferred that you submit computer assisted drawings (CAD) of your event site plan. This is applicable for both moving routes and fixed venues. If CAD plans are not submitted, your site plan should be produced in a clear and legible manner. Site plans should be submitted in an 8 ½" x 11" or 8 ½" x 14" standard format. Your event site plan must include the following items:

- An outline of the entire event venue including the names of all streets or areas that are a part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The provision of minimum twenty foot (20') emergency access lanes throughout the event venue, with the exception of Virginia Street between First and Fifth Streets where twelve foot (12') emergency access lanes are required. Intersections with all side streets must remain open and minimum twenty-eight foot (28') emergency access lanes are maintained on Second and Fourth Streets.
- The location of first aid facilities and, if applicable, the location of ambulances.
- The location and dimensions of all stages, platforms, scaffolding, bleachers, grandstands, seating with aisle spacing, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- A detail or close-up of the food booth and cooking area configuration including booth identification of all vendors cooking with flammable gases, fryers, and/or barbeque grills.
- Generator locations and/or source of electricity.
- Placement of vehicles and/or trailers.
- Exit locations for outdoor events that are fenced and/or locations of exits within tents and tent structures.
- Identification of all event components that meet accessibility standards.
- Any other related event components not listed above.

A Fire Inspector will review the submitted plans for the special event. Upon final approval of the floor plan the Inspector will return a copy to the promoter indicating all applicable fees not collected at time of application and any special requirements.

2. Fire Inspection:

A Fire Inspector will inspect the facility during set-up to determine compliance with these requirements. In the event fire and life safety violations are found, the applicant will be given one opportunity for compliance. Failure to adhere to these requirements may result in citation, delay of opening, or closure of the event. The organization holding the event is responsible for making all vendors aware of the Reno Fire Department guidelines listed in Attachment F, as well as all requirements noted on any issued permits.

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INSURANCE, TERMS AND CONDITIONS

General Liability Insurance

Special Event applicants must provide a policy of general liability insurance for the specific dates of the event naming the “City of Reno, its officers, employees, and agents” as an Additional Insured. The policy must be obtained from a carrier licensed to do business in the State of Nevada.

Minimum general liability insurance limits are as follows:

1. Combined single limit of \$1,000,000 per occurrence.
2. Automobile liability insurance limits are \$1,000,000 combined single limits (only required for events involving production vehicles such as carnivals).

These terms and conditions are not to be changed by any words added by Event Organizer. Any change in terms must be agreed to by the City, in writing.

Certificate of Insurance is required at least 30 days before the event.

Fax to:

775-326-5150 – Special Events - Parks

775-334-2097 – Special Events - Street/Sidewalk Occupancy

Indemnification of the City of Reno. As a further condition of this permit, the permittee shall indemnify, defend and hold harmless the City and its officers, agents and employees (collectively “Indemnitees”) from and against any claim, loss, damage, injury, death and liability of every kind, nature and description (including without limitation, incidental and consequential damages, court costs, attorneys’ fees and costs of investigation) that arise directly or indirectly, in whole or in part, from or relating to any conduct of the permittee or the permittee’s principals, agents, employees, subcontractors, vendors or invitees related to or arising out of the permitted event. City does not waive, and specifically reserves, all of its statutory and common law defenses, including all protections under NRS Chapter 41.

Any and all questions regarding insurance should be directed to:

Risk Management Division
c/o City Attorney’s Office
1 East First St. – 3rd Floor
Reno, NV 89505
775-334-3838

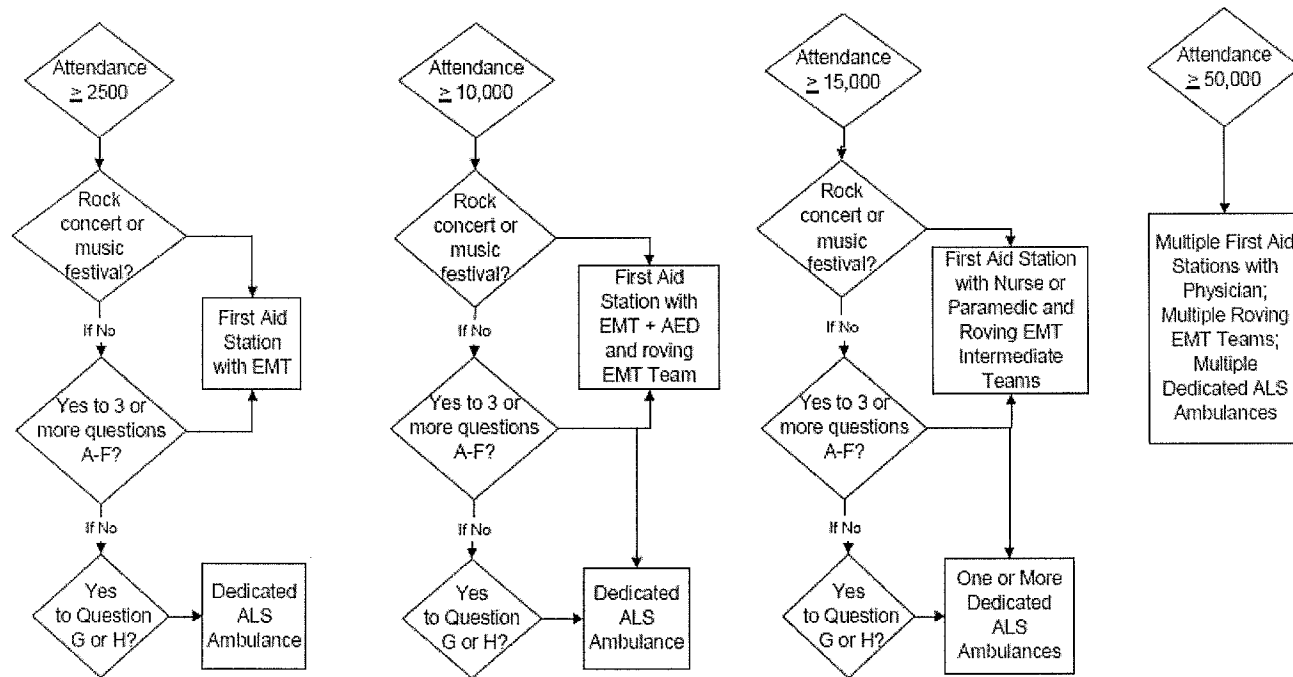
ACCESSIBILITY PLAN

As an event organizer, you are required to comply with all City, County, State and Federal Accessibility requirements to your event. All temporary venues, related structures, and outdoor sites for special events shall be accessible to seniors and persons with disabilities. If a portion of the area cannot be made accessible, an alternate area shall be provided with the same activities that are in the inaccessible areas. It cannot, however, be offered only to patrons with disabilities. Accessibility provisions may include parking, rest rooms, telephone, and clear path of travel, transportation, signage, accessible vendors and booths.

The City of Reno has the following checklist which is intended to serve as a planning guideline and may not be inclusive of all City, County, State and Federal Disability Access requirements. It is important that you plan for the safe arrival and departure of event attendees, participants, and vendors.

- Accessibility parking and/or shuttle accommodations will be provided for this event.
- There will be a clear path of travel for accessibility purposes throughout the event.
- A minimum of 10% of portable restrooms provided at the event will be accessible.
- All food, beverage and vending areas will be accessible.
- If an information center is located at the event, attendants will be available to assist disabled individuals.

EMS COVERAGE ANALYSIS FLOW CHART



QUESTIONS

- A. High-risk activities such as sports, racing, etc.?
- B. Environmental hazards or extremes of heat or cold?
- C. Average age of crowd less than 25 or greater than 50?
- D. Crowd includes large numbers of persons with acute or chronic illnesses?
- E. Crowd density presents challenges for patient access or transfer to ambulance?
- F. Alcohol to be sold at the event, or a history of alcohol or drug use by the crowd at prior events?
- G. Past history of significant number of patient contacts at the event or patients transported to area hospitals?*
- H. Event greater than 5 miles from the closest hospital?

DEFINITIONS

First Aid Station: Fixed location on site staffed by at least one Emergency Medical Technician or a person with a higher skill level capable of providing emergency medical care within their proscribed scope of practice.

Roving EMT Team: team of two or more personnel at the basic or EMT Intermediate level with treatment supplies to provide emergency medical care.

Dedicated ALS Ambulance: An Advanced Life Support ambulance staffed by a Paramedic and Intermediate EMT, or personnel with a higher skill level, and capable of providing transport of patients, but which will immediately respond back to the event site.

** Significant means the number of patient contacts is $\geq .7\%$ of the total number of attendees, or transport rate to hospital by ambulance or private vehicle is $\geq 15\%$ of total patient contacts

SPECIAL EVENT & ACTIVITY PERMIT APPLICATION ATTACHMENT B

ROUTE MAP/USE OF PUBLIC RIGHT-OF-WAY

***For purposes of this application, Public Right-Of-Way is defined as
any public street, road, sidewalk, bridge, alley or other pathway used for vehicular and/or pedestrian passage.***

If your event is a parade, procession, foot race or involves any other type of moving route, please provide a detailed route map indicating the start and finish locations, direction of travel and any aid stations or other setup along the route.

Please note that event signs, posters, flags or other materials may NOT be hung from, attached, or otherwise affixed to any permanent public sign, post, fixture or to any temporary sign, barricade, or other type of equipment placed or provided by the City of Reno to close a street, provide a secure event perimeter, or otherwise accommodate the event.

STREET CLOSURES OR RESTRICTIONS

Applications requesting a street closure or restriction must be submitted at least 90 days prior to the date of the event.

Please indicate any of the following street locations your event will involve by selecting as many of the below that apply:

VIRGINIA STREET	Closure Date & Time	Re-Open Date & Time	OTHER DOWNTOWN STREETS	Cross Street	Cross Street	Closure Date & Time	Re-Open Date & Time
Liberty St to Ryland St	_____	_____	Arlington Ave	from _____	to _____	_____	_____
Ryland St to Pine St	_____	_____	Lake St	from _____	to _____	_____	_____
Pine St to Court St	_____	_____	Wells Ave	from _____	to _____	_____	_____
Court/State St to Mill St	_____	_____	Center St	from _____	to _____	_____	_____
Mill St to First St	_____	_____	Sierra St	from _____	to _____	_____	_____
First St to Second St	_____	_____	First St	from _____	to _____	_____	_____
Second St to Commercial Row	_____	_____	Second St	from _____	to _____	_____	_____
Commercial Row to Third St	_____	_____	Commercial Row	from _____	to _____	_____	_____
Third St to Plaza St	_____	_____	Third St	from _____	to _____	_____	_____
Plaza St to Fourth St	_____	_____	Plaza St	from _____	to _____	_____	_____
Fourth St to Fifth St	_____	_____	Fourth St	from _____	to _____	_____	_____
Fifth St to Sixth St	_____	_____	Fifth St	from _____	to _____	_____	_____
			Sixth St	from _____	to _____	_____	_____

If your event involves a location other than or in addition to those listed on the previous page, select the right- of-way impediment(s) that applies to your event.

☒ One-block street closure Location: Sinclair between Liberty and Steward Date(s)/Time(s): May 29/Noon - May 30/ 11 pm

☐ Lane closure Location (incl direction): _____ Date(s)/Time(s): _____

☐ Sidewalk occupancy Location: _____ Date(s)/Time(s): _____

☐ Other closure or use of public right-of-way (describe): _____ Date(s)/Time(s): _____

☐ ReTRAC Plaza*– East (between Sierra St & Virginia St) Date(s)/Time(s): _____

☐ ReTRAC Plaza*– West (between West St & Sierra St) Date(s)/Time(s): _____

**Maximum uniform load is 125 pounds per square foot.*

STREET CLOSURE PRESS RELEASE

If your event involves a street or sidewalk closure or restriction of any kind, you must prepare and attach to this permit application a draft press release indicating which streets will be impacted, for what days and times and suggested alternate routes. This release must have a contact name and phone number should the media require additional information.

PARKING / SHUTTLE

While special events are a benefit to local residents, they can also severely impact traffic, parking and disrupt citizens' ability to travel around their hometown.

How do you intend to lessen the impact of your event (traffic/parking) on local businesses and residents?

We are encouraging guest take public transportation or bicycle to the event. Sierra Spirit drops off adjacent to the event and we will be providing a bike valet. Sinclair is not a major thoroughfare at this block and alternate routes are available on Holcomb, Center, Liberty or Stewart.

Where will event participants park?

Guests will be directed to park in the Washoe County parking garage at 220 North Center St. or in the flat lot bordered by Virginia/Court/Sierra/Liberty. Both are open to the public on weekends.

IMPACTED NEIGHBOR NOTIFICATION

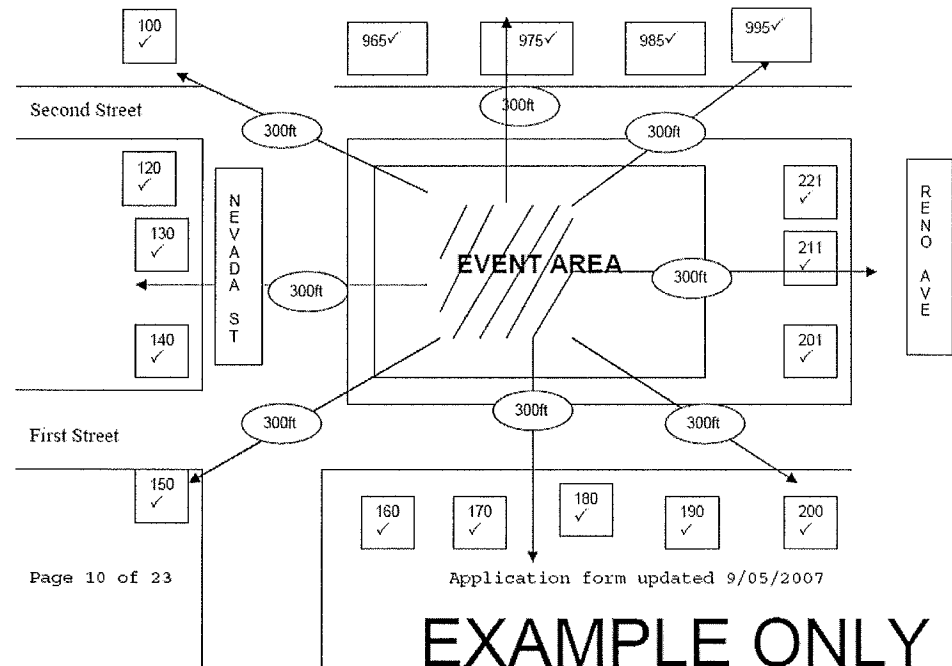
Reno Municipal Code 5.13.140 (b) requires that the Event Organizer notify all residences and businesses within any street closure or lane restriction area and within a 300 foot radius of the outer perimeter of the event involving a street closure or lane restriction (as marked by fencing or entrance table indicated on the Site Plan submitted with this application). The Event Organizer shall obtain signatures of those so notified of the upcoming event. Such signatures do not denote approval but solely signify notification. A diagram of the notification area shall be submitted with the signature sheet. The signatures of notification, the notification letter and the notification diagram shall be submitted to the City's Special Event Program Manager no less than thirty (30) days prior to the Special Event. Failure to complete and submit the Impacted Neighbor Notification by this deadline may result in denial of the Special Event Permit.

The Event Organizer shall leave a notification letter with each signer. This letter shall include the following information:

1. Event name
2. Dates and times of event
3. Brief description of the event
4. Any closure areas
5. Name and phone number of event contact with authority should they have issues during the event
6. Where attendees will be parking

In addition, the Event Organizer shall comply with all additional requirements imposed by the City with respect to notification and approval by residents and businesses affected by the Special Event. Under certain circumstances where events may generate extremely large crowds, loud noise or parking issues, staff may require additional notification time/signatures/outreach.

Special Events Notification Diagram Example – Check (✓) everyone you notified. List the addresses of the surrounding properties.



IMPACTED NEIGHBOR NOTIFICATION SIGNATURE SHEET

(MUST be completed at least 30 days prior to the event)

Event Name:	Reno Mini Maker Faire		
Event Date:	May 30, 2015	Anticipated Number of Attendees:	2,300
Event Location:	UNR©s Innovation Center/Sinclair Street/Terry Lee Wells The Discovery		

<u>Name</u>	<u>Address</u>	<u>Business Name</u>	<u>Do you have any special issues?</u> (Please state)
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For Immediate Release

Released By:

Reno Mini Maker Faire c/o University of Nevada, DeLaMare Science and Engineering Library

For More Information Contact:

Chrissy Klenke

775-682-7371

The following are the logistical details for the Reno Mini Maker Faire, Saturday, May 30, 2015

This innovative event will run from 10 AM to 6 pm on Sinclair Street including the UNR's Innovation Center and Terry Lee Wells "The Discovery". Sinclair Street will be closed from Friday, May 29 at noon until Saturday, May 30 at 11 pm. Alternate routes include Holcomb, Center, Liberty and Stewart. The event will feature a myriad of maker demonstrations from tech enthusiasts, artists, teachers to students and scientists. Reno's Mini Maker Faire will also feature live music plus some of the community's favorite food trucks.

The Kiwanis Bike Program will be providing bike valet and the Sierra Spirit bus line has a stop directly adjacent to the event. If you must take your vehicle, free parking is available at the Washoe County parking garage at 220 North Center St. or the flat lot bordered by Virginia/Court/Sierra/Liberty .

SPECIAL EVENT & ACTIVITY PERMIT APPLICATION

ATTACHMENT H

SECURITY PLAN

Name of Event	Reno Mini Maker Faire		
Event Date(s)	Saturday, May 30, 2015	Event Time(s)	10 am – 6 pm
What is the type/theme/purpose of the event? (cars, motorcycles, food festival, music festival, foot race, etc.)			
Science, technology and art festival including food trucks and more.			
Location of Event	Discovery Museum/Innovation Center/Sinclair St.		
Does this event include the use of indoor venues? (Reno Events Center, Convention Center, etc.)	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	If yes, specify venue(s):	UNR's Innovation Center and Terry Lee Wells "The Discovery"
Event open to the public? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
		Is there an admission cost? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	\$10 adults/\$8 kids
Estimated amount of attendees?		Average age of attendees?	15 - 65
Target demographic? (youth, seniors, families, athletes, etc.)			
Youth and families			
Will there be music? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Live music (band)	<input type="checkbox"/> DJ/Karaoke	<input type="checkbox"/> Other:
Will there be fireworks? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Are there other events occurring on the same day? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		Specify:	
Are there street closures? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> static closure (PW) <input type="checkbox"/> rolling closure (RPD)	
Is additional RPD traffic control required for the event? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Will you be using volunteers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		# of volunteers	30
Volunteer Assignments: (Attach list of volunteer assignment positions and hours.)			
<input checked="" type="checkbox"/> entry/exit points <input checked="" type="checkbox"/> parking <input checked="" type="checkbox"/> Directional information		<input type="checkbox"/> Traffic control (limited)	<input type="checkbox"/> Other:
Name of Security Company (must be licensed/bonded):		TBD (Most likely ESI)	
Attach list of assignments and hours. Include where and how security will be deployed (roving, on foot, stationary post, on bicycle, etc.)			

The detailed layout is still in progress so exact volunteer/security locations will be determined after final layout is approved. (02/25/15)
 Attach a layout of the event to include vendor locations, alcohol points of sale, entry/exit points, volunteer locations and security locations.

SPECIAL EVENT & ACTIVITY PERMIT APPLICATION ATTACHMENT D

VENDOR AND EXHIBITOR INFORMATION

Please submit an initial vendor list with application.

A final list of vendors and exhibitors is due at least fifteen (15) days prior to the activity/event.

A vendor is any business, enterprise, trade, occupation, calling, profession, vocation, or activity engaged in, conducted or carried on by any person, his agent or employee for the purpose of direct or indirect gain, benefit or advantage within the city. This includes, but is not limited to the sale of goods, services, food and beverages or the disbursement of flyers, samples or other advertising materials.

As the Event/Activity Organizer, I understand it is my responsibility to:

- Collect and submit all State or other entity-required, taxes and fees.
- Ensure all vendors and exhibitors have a valid annual City of Reno business license, OR
- Pay for temporary licensing fees for unlicensed vendors and exhibitors.
- Ensure that all food and/or beverage vendors obtain and display special food vending permits from the Washoe County Health Department.*

**Note: Food permit applications can be obtained from the Washoe County Health Department, Environmental Services. More information on food vending permits may be obtained by calling 775.328.2620.*

Event Name Reno Mini Maker Faire Event Date Saturday, May 30, 2015

Number of Vendors/Exhibitors 40-50 anticipated

Use the following page (and additional pages if necessary) to indicate the vendors/exhibitors participating in your activity.

- Food and beverage vendors, vendors selling merchandise and all exhibitors who will be advertising need to be listed.
- Individual non-profit vendors/exhibitors that will be present also need to be listed; however, if proof of their non-profit status is included, then temporary vendor fees will not apply.

VENDOR/EXHIBITOR LIST

A final list of vendors and exhibitors is due at least fifteen (15) days prior to the activity.

BUSINESS NAME	ITEM(S) OR TYPE OF PRODUCT	BUSINESS PHYSICAL ADDRESS	CITY OF RENO BUSINESS LICENSE #

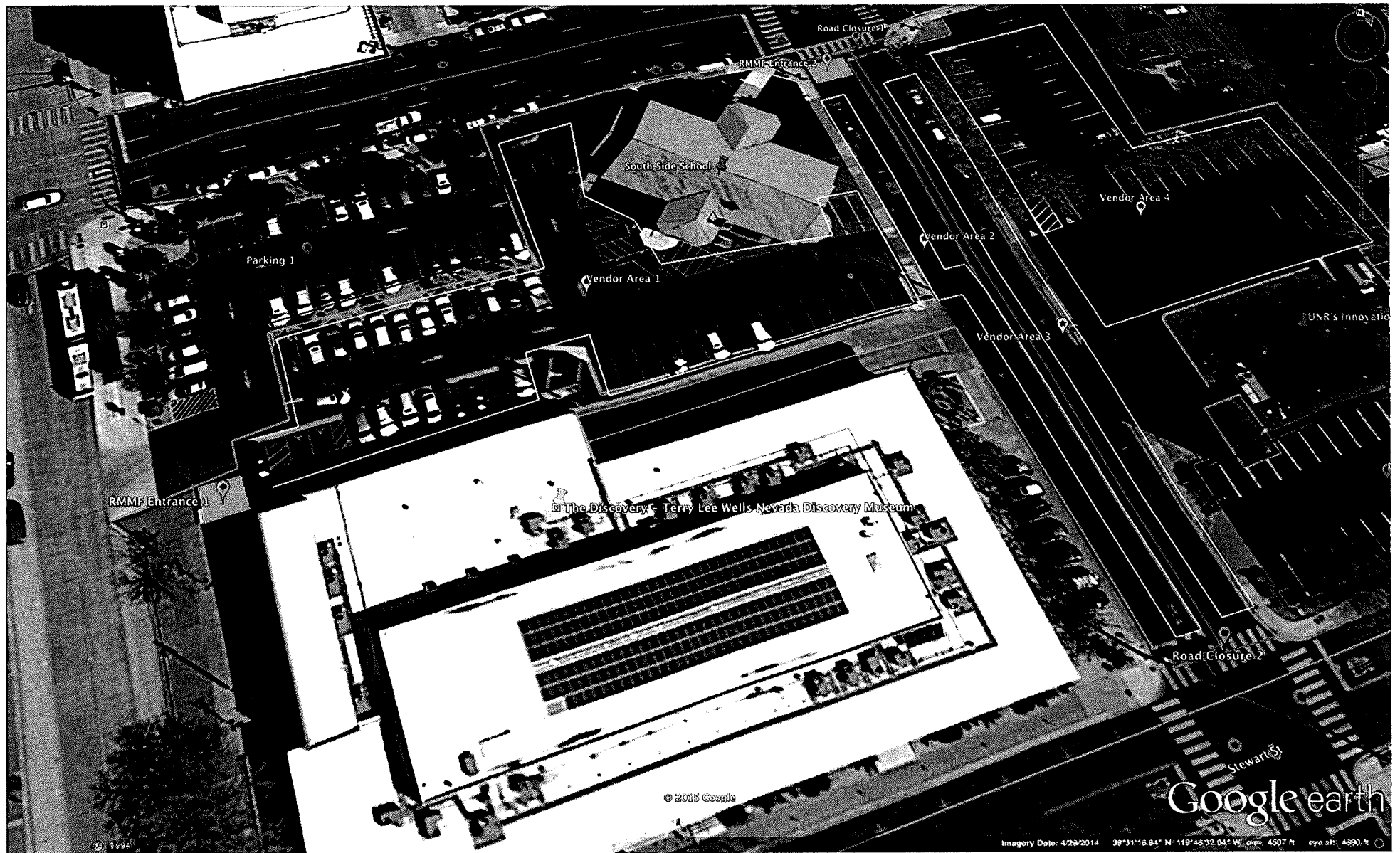
Additional Page for Attachment D

as of 02/25/2015

Reno Mini Maker Faire 2015

Vendors are to be determined as they are in process of being recruited.

We are currently confident of participation from Bridgewire, The Generator and DeLaMare Science and Engineering Library.



Reno Mini Maker Faire 2015 Map of Boundaries & designated areas